



2013 School Bus Driver Instructor Training Schedule

We are pleased to announce the 2013 year classes for the School Bus Driver Instructor Training. This program is provided by the *Virginia Department of Education's Pupil Transportation Services*.

When and where are the classes?

See the attached schedule. Detailed information on classes can be viewed via the "School Bus Driver Instructor Certification" application on VDOE's "SSWS" web service site.

<https://p1pe.doe.virginia.gov/ssws/login.page.do>

Do I need to bring anything to the class?

We suggest that you bring a 3 inch 3-ring binder to hold the training guide you will receive.

Are there any requirements?

Yes! New behind the wheels driver trainers are now required to have maintained a class B CDL for a least two years prior to taking the training class per the following regulation:

8VAC20-70-411. Driver trainers.

Behind-the-wheel driver trainers must meet the requirements of 8VAC20-70-280 and 8VAC20-70-350 and must have maintained a Class B license for two years prior to functioning as a behind-the-wheel driver trainer.

How do I register for the classes?

Registration must be done through VDOE's "SSWS" web service. Users must have access to the "School Bus Driver Instructor Certification" application in order to complete registration. Please contact your local pupil transportation administration for registration. Registration must be completed by May 16, 2013.

<https://p1pe.doe.virginia.gov/ssws/login.page.do>

There is a \$25 non-refundable registration fee for each individual who will be attending the Certification "Train the Trainer" class. A check made payable to "Treasurer of Virginia" should be sent to the Pupil Transportation Services, Department of Education, P.O. Box 2120, Richmond, VA. 23218. There is no fee for those persons attending classes for the purpose of re-certification.



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<u>Dates and Locations</u>	<u>Class</u>
May 21, 2013 through May 23, 2013 Washington County	Certification
May 21, 2013 through May 22, 2013 Washington County	Re-Certification
June 4, 2013 through June 6, 2013 Prince Edward County	Certification
June 4, 2013 through June 5, 2013 Prince Edward County	Re-Certification
June 11, 2013 through June 13, 2013 Montgomery County	Certification
June 11, 2013 through June 12, 2013 Montgomery County	Re-Certification
June 24, 2013 through June 26, 2013 Henrico County	Certification
June 27, 2013 through June 28, 2013 Henrico County	Re-Certification
July 16, 2013 through July 18 2013 Spotsylvania County	Certification
July 16, 2013 through July 17, 2013 Spotsylvania County	Re-Certification
July 22, 2013 through July 24, 2013 Albemarle County	Certification
July 25, 2013 through July 26, 2013 Albemarle County	Re-Certification
July 29, 2013 through July 31, 2013 Norfolk City	Certification



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August 1, 2013 through August 2, 2013 Norfolk City	Re-Certification
August 5, 2013 through August 7, 2013 Fairfax County	Certification
August 8, 2013 through August 9, 2013 Fairfax County	Re-Certification
August 13, 2013 through August 15, 2013 Hanover County	Certification
August 19, 2013 through August 21, 2013 Loudon County	Certification
August 22, 2013 through August 23, 2013 Loudon County	Re-Certification
August 28, 2013 through August 29, 2013 Hanover County	Re-Certification

For Questions Please Contact:

Adrian Frierson, Transportation Specialist

Virginia Department of Education

Pupil Transportation Services

P.O. Box 2120 Richmond, VA 23218-2120

Office (804)225-2037 Fax (804)786-9417